23 September 1974

MEMORANDUM FOR: Senior Training Officer DD1

SUBJECT : Nominations for Executive Seminar

- 1. Nominations are due in my office not later than 22 November for the National Economy and Public Policy Seminar at Kings Point, 2 14 February 1975.
- 2. The Agency has two spaces reserved for this seminar. (DDI requested two spaces.)
- 3. Please submit six copies of all nomination papers for your candidates—an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar.

25X1A

Executive Secretary
Training Selection Board

25X1A

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Approved For Release 2000/06/13: CIA-RDP78-04202A000200160011-4

13 December 1974

Mr. Raymond Borntraeger Director, Executive Seminar Center c/o U. S. Merchant Marine Academy Kings Point, Long Island New York 11024

Dear Mr. Borntraeger:

This will confirm telephone conversation between Mrs. or an unroreseen requirement here we are withdrawing from the Seminar for Advancing Managers at Kings Point, 19 - 31 January 1975.

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place we are nominating GS-15 Planning Officer. Enclosed is Optional Form 37 on

Sincerely,

25X1A

Registrar

Enclosure

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		* u =	RAGENCY TRAINING 2. Cost	
	ш	1. Course title Approved For Release 200/06/13 : CIA-RDP78-	-042024098300166011-4 3. Agency offering course	
	COURSE	Seminar for Advancing Managers	Civil Service Co	mmission
:	0	4. Dates of course	5. Location of course (City, State) Kings Point, Hea	york
	l	19 - 31 January 1974	atings i wine; time	
		6. Name (First) (Initial) (Last) (Mr., Miss, Mrs.)	7. Position title	
			Planning Office	er
(1A		8. H	9. Pay plan and grade	
			GS-15	
	NOMINEE		10. Office telephone (
	Ž	11. Enter here special information required by the course announcement		
		Assigned to present position: Februar	y 1974	
	1	-		
		12. Billing address (including ZIP Code)	13. Approving official (signature a	
				25X1/
	AGENCY	Registrar, Office of Training Central Intelligence Agency		tegis trar
	AG	Washington, D.C. 20505	14. Date	15. Telephone (including Area Code
			13 December 197	202 - 351-2193
				16. Return address of nomin- agency (including ZIP Code)
		Registrar, Office of Training Central Intelligence Agency Washington, D.C. 20505		4
		Central Intelligence Agency		•
		Central Intelligence Agency Washington, D.C. 20505		
		Central Intelligence Agency Washington, D.C. 20505 FOR USE BY AGENCY OFFERING TRA	INING-DO NOT FILL IN THIS	S PART
		Central Intelligence Agency Washington, D.C. 20505	INING-DO NOT FILL IN THIS	S PART
	NO	FOR USE BY AGENCY OFFERING TRA 17. Nominee is: Selected as nominated Selected for alternative dates (see Remarks)	INING-DO NOT FILL IN THIS	S PART
	ACTION	FOR USE BY AGENCY OFFERING TRA 17. Nominee is: Selected as nominated Selected for alternative dates (see Remarks) Not selected (see Remarks)	INING—DO NOT FILL IN THIS	SPART

INSTRUCTIONS TO NOMINATING AGENCY

- 1. Observe the Nominating Criteria and Special Instructions in Course Announcement or Bulletin before completing this form.
- 2. All requested information, Items 1 through 16, must be furnished. Use typewriter to complete form.
- 3. Submit the original and the first three copies (do not remove carbons) to the agency offering the training. See Course Announcement or Bulletin for correct address. The agency submitting the nomination may retain the additional two copies.
- 4. A copy of this form will be returned by the agency sponsoring the training, indicating the action taken on the nomination in the ACTION block.

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	COURSE	Approved For Release 2000/06/13 : CIA-RDP Seminar for Advancing Hanagers		OIA RDI 70	\$ 7					
		4. Dates of course				Civ	il Service	Commission		
				wary 1975			o. Locatio	on of course (City, S	State	
	6	Name (First) (Initial)	(Last) (Mi	r., Miss, Mrs.)					
Α					₫ yet	7. Position title Intelligence Research Specialist Branch Chief				
	ш						9. Pay plan and gra	de		
	NOMINEE							GS-14		
	11.	Enter he	re special inforr	nation required by the	e course announcement			10. Office telephon 202 - 35	e (including Area Cod	ie)
[}	S C	egisi e ntra		fice of Tra	ining		13. Approving	g official (signature)	and titlej	051///
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							19 Moran	mber 1974	15. Telephone (inc	
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				strar, Offi ral intelli ington, D.C	gence Agence 20505	ning Cy	,		16. Return a agency <i>(incl.</i>	ddress of nominating uding ZIP Code)
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	17. No.	ninos is E	FOR	USE BY AGEN	ICY OFFERING	TRAINING				
		į	Not selected	nominated r alternative dates <i>(sed</i> d <i>(see Remarks)</i>	e Remarks)	1.	-DO NOT F 3. Remarks	ILL IN THIS F	PART	
2	19. First	session of	class meets							
	TRUC	TIONS	TO NOMIN	NATING AGEN	CV					
NS		the N	Manual Community	~		in Comme			ore completing t	
2.	All regu	ested in	formation, I	tems 1 through 14	6, must be furnished ies (do not removed to submitting the heagency manual to the agency manual to the total	III Course Ar	NOUNcement	or Pull-4!		ı

U.S. CIVIL SERVICE COMPANY OF THE RELEASE 2000/06/13 : CIA-RDP78-04202A000200160011-4

OPTIONAL FORM 37 July 1969

	ROUTIN	G AND	RECOR	D SHEET						
SUBJECT: (Optional)										
FROM:	· · · · · · · · · · · · · · · · · · ·	EXTENSION	Two							
			EXTENSION	NO.						
Executive Secretary Training Selection Board 10	36 CofC	Bldg	2193	6 November 1974						
TO: (Officer designation, room number, and building)		ATE	OFFICER'S	COMMENTS (Number each comment to show fr						
	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each						
1. Chairman Training Selection Board	11 6	1711		Attached for your considera						
2.				are four nominations for the "Seminar for Advancing Manage						
3.		25X1A		Kings Point, 19 - 31 January						
4.										
5.	_									
				The Agency has one space res for this seminar.						
6.				Please return these papers t indicating your ranking of the						
7.				candidates.						
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13.Executive Secretary Training Selection Board 1036 Chamber of Commerce		ĺ		4.						
14.										
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ouilding)	RECEIVED	TE FORWARDED	OFFICER'S	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Mr. Fred W. M. Janney 5 E 56 HQS		8		
2.			~	Attached for your consideration are four nominations for the "Seminar for Advancing Managers" at Kings Point, 19 - 31 January 1975:
3.				25X1A
4.				- 5
5.				The Agency has one specific
5 .				The Agency has one space reserved for this seminar.
7,				Please return these papers to me indicating your ranking of the
				candidates.
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Executive Secretary Training Selection Board				
1036 Chamber of Commerce				
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	RECEIVED	FORWARDED		to whom. Draw a line across column after each com
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2.				Attached for your considerations for the "Seminar for Advancing Managers"
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1036 Chamber of Commerce				
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	ROUTIN	G AND	RECOR	D SHEET
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Executive Secretary				DATE
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building)	RECEIVED	FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from to whom. Draw a line across column after each con
1. Dr. Karl H. Weber	-	-		,
6 F 20 HQS	1/1	ov.	KHW	Attrahad fan vann annat James
2.	-			Attached for your considerations for the
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Executive Secretary				
Training Selection Board 1036 Chamber of Commerce				
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•	ROUTING	3 AND	RECOR	D SHEET
SUBJECT: (Optional)				
FROM:			EXTENSION	NO.
Executive Secretary Training Selection Board 10	36 CofC	Blda	2193	DATE 6 November 1974
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